



**U.S. PROBATION OFFICE
DISTRICT OF SOUTH CAROLINA**

JOB OPPORTUNITY # 2015 – DSC – 13

POSITION: PROBATION OFFICER ADMINISTRATOR (CL 29)

SALARY RANGE: \$66, 755 - \$108,538
(Dependent upon Qualifications)

**AREA OF CONSIDERATION: All current employees of the Judicial
Branch – Nationwide**

**Location: National Training Academy
Federal Law Enforcement Training Center (FLETC)
2000 Bainbridge Avenue
Charleston, South Carolina 29405**

**Opening Date: 08/19/2015
Closing Date: 09/07/2015**

Federal Courts are an Equal Employment Opportunity Employer

Salary and Benefits Information: Salary is commensurate with experience. Available benefits include those available to employees of the Federal Judicial Branch such as the Federal Employees' Health Benefits (FEHB) Program, life insurance coverage, Long-Term Care Insurance, Federal Employees Retirement

System (or continued CSRS if applicable), annual and sick leave and federal holidays. More than one (1) selection may be made from this announcement. The position is designated as a secondary law enforcement position for the purposes of retirement coverage under the law enforcement officer (LEO) retirement provisions. This position meets the provisions for continuation of LEO retirement coverage, provided the applicant otherwise meets all requirements for secondary law enforcement coverage.

Duties and Responsibilities: The incumbent of this position will serve as a Probation Officer Administrator, and serve at the National Training Academy operated by the Probation and Pretrial Services Office of the Administrative Office of the U.S. Courts. The Academy is located at the Federal Law Enforcement Training Center (FLETC) in Charleston, South Carolina. The incumbent will report to the Safety and Firearms Branch and the Division Chief of the Training and Safety Division. The incumbent of this position is subject to random drug screening and updated background investigations every five (5) years. Duties include, but are not limited to:

Serving as an expert in the areas of Federal Probation and Pretrial Services and those areas' legal requirements, policies and procedures. Additionally, serving as an expert in officer safety, firearms, search and seizure tactics, techniques, and policies and procedures.

Providing instruction on officer response tactics including mat room instruction, firearms, search and seizure, scenario-based training, and use of force.

Designing, developing, delivering, and evaluating training programs which implement approved practices to enhance the efficiency, effectiveness, and safety of all officers nationwide. Assessing and evaluating programs against established goals.

Identifying and evaluating the need for specialized programs and training for probation and pretrial services offices, and developing proposals to meet such needs.

Providing training to new and experienced officers on the effective performance of their duties.

Overseeing the performance of officers in compliance with established performance standards for approved training programs.

Developing curriculum, educational materials, and testing procedures to ensure overall understanding of officer duties and achieve performance consistency at approved levels.

Providing technical assistance to district probation and pretrial services officers in district and nationwide on issues related to training, firearms and/or safety.

Gathering and evaluating research pertaining to officer safety. Contributing to academy working groups and committees and completing assignments within established timeframes.

Demonstrating the ability to develop working relationships with persons at all levels throughout the AO, the Judiciary, and external entities (as applicable). Promoting cooperation and commitment within a team to achieve goals and completing work products. Teamwork involves knowing and supporting teammates' work; helping teammates who need or ask for support or assistance; acknowledging and celebrating teammates' achievements; encouraging team unity through sharing information and expertise, working together to solve problems; putting team success first; and identifying and removing barriers to team productivity and success.

Providing consultation to Chief Probation Officers as well as staff of the Probation and Pretrial Services Office and other high level officials in the Courts and other federal agencies on operational issues (e.g., officer training, firearms and safety program management) related to

probation and pretrial services. Incumbent may participate in office reviews.

Serving as a liaison regarding officer training, safety, and policy issues to other law enforcement agencies, court units and the public.
Performing all other duties as assigned.

Qualification Requirements: Applicants must have demonstrated experience as education as listed.

Basic Requirements: Completion of a Bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required: AND at least three (3) years specialized experience, including at least one (1) year as a CL 28 Probation/Pretrial Services Officer in the United States Courts.

Current instructor certifications from the Probation and Pretrial Services Office to provide firearms, officer response tactics, and search and seizure training are preferred.

Specialized Requirement: One (1) year of progressively responsible experience, gained after completion of a bachelor's degree, in the line of work of the position which demonstrates the ability to represent the agency to high levels of officials on administrative issues related to probation and pretrial services, specifically to include issues related to all areas of training and instruction. **Note:** This position has secondary law enforcement officer coverage if the LEO transferring in the position does not have a break in service of three (3) days or more from a primary law enforcement position which has been held for three (3) years or more.

SUPPLEMENTAL FACTORS: The following factors are expected to enhance performance significantly for this position. Applicants **must** submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position.

Submission of a separate narrative statement for each factor is a **MANDATORY** requirement.

1. Demonstrated knowledge and subject matter expertise in federal probation and pretrial services work.
2. Subject matter expertise related to training needs assessment, curriculum development and delivery of training, including safety training.
3. Ability to communicate effectively both orally and in writing.

For further information on this announcement, please contact: **Mr. Daniel B. McClintock, Section Chief at (843) 566 - 7712 or by email at:**
dan_mcclintock@ao.uscourts.gov.

HOW TO APPLY: Your application must be received by mail or hand-delivered to Mr. Daniel B. McClintock, Section Chief, (address below) by **CLOSE OF BUSINESS (4:30PM)** on the closing date. Applications and enclosures will not be returned.

Address: Mr. Daniel B. McClintock
Section Chief, Advanced Training Programs
Administrative Office of the U.S. Courts
Federal Law Enforcement Training Center
200 Bainbridge Avenue, Building #1
Room #169
Charleston, S.C. 29405 – 2607

Your application should include all of the information listed under the section “APPLICATION INFORMATION”.

You may choose to submit a signed and dated OF-612 (Optional Application for Federal Employment), OR any other application format. Incomplete applications will not be considered.

APPLICATION INFORMATION (as listed on the OP-612); to receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; social security number; country or citizenship; title; series; grade or pay level; and dates of highest federal civilian position held.
- **Your education:** High school (name, city and state), date of diploma or GED; colleges or universities (name, city and state); your majors, type and year of any degrees received.
- **Work experience:** For job-related experience, give your job title, duties, accomplishments; employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal letter or recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of US Citizenship or eligibility to work in the U.S. Acceptable proof of citizenship includes: 1) a

U.S. Passport or original or certified copy of birth certificate issued by a state, county or municipal authority; and 2) photo I.D. (e.g., driver's license).

- All new employees must identify a financial institution for direct deposit of pay before appointment.
- Relocation expenses will not be provided.